



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMUNICATIONS SYSTEM MANAGER II	39	A	6.958
COMMUNICATIONS SYSTEM MANAGER I	37	A	6.959

SERIES CONCEPT

Under administrative direction, manages the communications system of a state agency including supervision of the communications staff; providing administrative support involving the development of policy and procedure and the system's budget; coordinating system maintenance, repair and development; performing system engineering and design work ensuring federal and state guidelines are followed; coordinating the agency's telecommunications functions with various state and federal agencies to ensure compliance and maintaining the integrity of the system; managing the statewide operation of the system on a 24-hour basis; and performs related duties as assigned.

Incumbents manage a staff of communications specialists performing engineering, fabrication, installation, maintenance, repair and modification work involving the operation of the agency's communication system. Ensures completed work conforms to state and federal regulations and that the integrity of the system is maintained. Provides technical direction to staff and reviews completed work involving the planning, organizing, engineering and modification of the system.

Incumbents plan and develop the agency's communications budget and provides necessary justification to ensure the communication needs of the agency can be carried out. Monitors budget expenditures and develops fiscal reporting forms and guidelines. Trains subordinate supervisors and regional staff in budget preparation and processes including the formulation of regional budgets. Establishes standards used to determine equipment and facilities needed and approves the acquisition of communications equipment for the agency. Controls the allocation and utilization of resources involving new construction, engineering design, district operations and maintenance projects.

Incumbents develop state and regional goals, objectives, long-range plans and programs to ensure the continual operation of the agency's telecommunications system. Conducts research and anticipates projected growth to identify telecommunication problems and/or concerns, and ensures consistency with the agency's overall telecommunications needs. Determines ways to improve the quality of service and/or modify the existing system including integration of new equipment with the existing system.

Incumbents develop procedures and policies and equipment specifications to maintain the integrity of the communications system including a statewide system operations plan to identify the needs of the agency and evaluate the capabilities of the system. Incorporates policy and procedure applicable to state and federal regulations and national standards. Ensures that federal rules and regulations are met and advises agency management of legal and regulatory issues on a federal and state level. Prepares FCC license applications for the agency and ensures licenses are renewed and properly posted in a timely manner.

SERIES CONCEPT (cont.)

Incumbents provide assistance to agency staff, various state and local agencies and rural communities regarding the various aspects of managing and operating a telecommunications system. Provides direction on the most cost effective and economical communications systems and recommends modifications, replacement and installation of new communications equipment.

Incumbents coordinate with state and federal communications officials and state agencies regarding radio site problem resolution, establishment of standards for jointly operated radio sites, development and implementation of interagency agreements regarding emergency frequency, right-of-way applications and maintenance service agreements.

CLASS CONCEPTS

COMMUNICATIONS SYSTEM MANAGER II

Under direction, performs the full range of duties in the series concept and in addition, manages the statewide communications system of a large agency consisting of several district and/or subdistrict offices operated by a staff of Communications System Technicians. Provides direction to the Communications Systems Supervisor and agency management regarding system design, management, engineering, budgeting, equipment purchases and specifications, and staff supervision.

The Communications System Manager II is distinguished from the Communications System Manager I by the overall administrative nature of the work performed. Positions at this level direct the activities of the Communications System Supervisor who in turn supervises the activities of assigned communications System Specialists. The level of work performed at the Communications System Manager II is strictly administrative in nature to manage the overall communications system of the agency. In contrast, positions allocated to the Communications System Manager I level directly supervise lower level technicians and/or perform some work, of a technical nature including the repair, maintenance and engineering of the agency's communications system.

In addition, positions allocated to the Communications System Manager II will be distinguished from the Communications System Manager I by the size of the communications system they manage which is determined by the number and level of employees supervised; type and number of facilities managed; the type and size of the agency's communications system and ancillary equipment; the extend of in-house versus contracted maintenance and repair functions; the number of interagency agreements and programs; and the complexity of managing the agency's communications operations. The complexity of managing an agency's communications operations is measured by the presence of factors such as diversity of the agency's communications system, special operational requirements, varying degree of equipment utilized, as well as state and federal mandated operational requirements.

CLASS CONCEPT (cont.)

COMMUNICATIONS SYSTEM MANAGER I

Under direction, performs the full range of duties in the series concept and in addition, manages the statewide communications system of a small to medium agency. Provides direction to the agency management and the communications system staff regarding system design, management, engineering, budgeting, equipment purchasing, specifications and staff supervision.

The Communications System Manager I is distinguished from the Communications Manager II by having both administrative and technical responsibility for managing the agencies communications system. Positions at this level directly supervise lower level Communications System Specialists and/or perform some work of a technical nature based on the limited number of technical staff available to maintain the system.

In addition, positions allocated to the Communications System Manager I level will be distinguished by size of the communications system managed which will be determined by the number and level of employees supervised; size, type and number of facilities managed; the type and size of the agency's communication system and ancillary equipment; the extent of in-house versus contracted maintenance and repair functions; the number of interagency agreements and programs; and the complexity of managing an agency's communications operations is measured by the presence of factors such as diversity of the agency's communication system, special operational requirements, varying degree of equipment utilized, as well as state and federal mandated operational requirements.

MINIMUM QUALIFICATIONS

COMMUNICATIONS SYSTEM MANAGER II

EDUCATION AND EXPERIENCE:

I

Bachelor's degree in electrical engineering or closely related field and three years of experience working with communication networks, one year of which involved the supervision of a staff of Communication Technicians performing engineering, fabrication, installation, maintenance, repair and modification work; and/or overseeing the operation of a communication system involving system engineering and design work, system coordination with various state and federal agencies and development of operational policies and procedures and equipment specifications to maintain the integrity of the communication system; OR

II

Associate's degree in electronics and five years of related experience as described in option I; OR

III

One year of experience at the Communications System Supervisor level in Nevada State service;
OR

MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

IV

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state and agency policy and procedure to effectively manage and develop system programs and requirements. Knowledge of the State Communication Board rules, regulations, policies and procedures. Working knowledge of the functions and communications needs of assigned agency. Knowledge of the agency's equipment inventory. Knowledge of the principles, practices and trends in communications engineering and design. Knowledge of where to go within the organization and the state for needed information and to judge what information should be passed on to different levels of management.

Ability to forecast future agency communications system requirements and to formulate a comprehensive, long-range, statewide communication plan. Ability to manage and direct a variety of communications projects on a statewide basis.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Detailed knowledge of electronics in the engineering and management of a statewide communications system. Detailed knowledge of communications law to formulate policy and procedure and to effectively manage the agency's telecommunications system. Detailed knowledge of telecommunications system design. Knowledge of FCC licensing procedures, including frequency coordination. Knowledge of engineering mathematics and communication economics. Knowledge of the principles of personnel management, supervision, training, and administration.

Ability to plan and administer the agency's communications budget. Ability to plan and set project priorities. Ability to communicate both orally and in writing to effectively manage assigned communications system. Ability to direct other agencies regarding the agency's statewide communications system. Ability to maintain effective channels of communication with department management, state and local governments officials, legislative bodies and other state agencies. Ability to manage space, equipment and material resources including developing utilization plans and justifying acquisitions. Ability to interpret data using standard calculations for path and coverage analysis. Ability to operate a personal computer and associated software.

MINIMUM QUALIFICATIONS (cont.)

COMMUNICATIONS SYSTEM MANAGER I

EDUCATION AND EXPERIENCE:

I

Bachelor's degree in electrical engineering or closely related field and two years of experience working with communication networks performing engineering, fabrication, installation, maintenance, repair and modification work; and/or overseeing the operation of a district-wide or regional communication system involving system engineering and design work, system coordination with various state and federal agencies and development of operational policies and procedures and equipment specifications to maintain the integrity of the communication system; OR

II

Associate's degree in electronics and four years of related experience as described in option I; OR

III

One year of experience at the Communications System Specialist II level in Nevada State service; OR

IV

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state and agency policy and procedure to effectively manage and develop system programs and requirements. Knowledge of the State Communication Board rules, regulations, policies and procedures. Working knowledge of the functions and communications needs of assigned agency. Knowledge of the agency's equipment inventory. Knowledge of the principles, practices and trends in communications engineering and design. Knowledge of where to go within the organization and the state for needed information and to judge what information should be passed on to different levels of management.

Ability to forecast future agency communications system requirements and to formulate a comprehensive long-range, statewide communication plan. Ability to manage and direct a variety of telecommunications projects on a statewide basis. Ability to plan and administer the agency's communications budget.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of electronics in the engineering of a communications system. Working knowledge of communications system design. Knowledge of FCC licensing procedures, including frequency coordination.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to plan and set project priorities. Ability to communicate both orally and in writing to effectively manage assigned communication systems. Ability to design modified prototype and production circuits to satisfy the needs of the system. Ability to choose proper connection techniques, packaging and retrofit types for new circuits. Ability to instruct other agencies regarding the agency's statewide communications system. Ability to maintain effective channels of communication with department management, state and local government officials, legislative bodies and other state agencies. Ability to manage space, equipment and material resources including developing utilization plans and justifying acquisitions. Ability to interpret data using standard calculations for path and coverage analysis. Ability to operate a personal computer and associated software. Ability to perform project management functions involving site development. Ability to represent the department regarding the agency's communication system.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>6.958</u>	<u>6.959</u>
	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC